Data Collection Training
Direct Services (Aggregate Data)

NEW FRAMEWORK

Statewide Data Collection and Evaluation of First 5 California Funded Programs

FIRST 5 CALIFORNIA SM

12/8/2006

Goals of Training

- To learn what kinds of questions direct service data can answer.

- To define "direct services aggregate data," "modality," "result area," "service area," "subactivities," "nonduplicated participant count," and "participant type".

- To provide examples of how to collect direct service data.

- To learn how to use the Direct Services data collection tool.

What questions can direct services data answer?

- How many children were served by First 5 programs during a specified period?

- How many program participants were African-American?

- How many program participants spoke Hmong?

- Which programs served more families with younger children (under age 3)?

- Are programs serving the number and types of participants they were contracted to serve?

- How many people were served by programs in the School Readiness Initiative? How many of those people spoke a language other than English or Spanish?

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Direct services
Definition

Services delivered to an individual or group of children 0-5, their parents, or other family members.

The Direct Services data collection tool collects information about:

- **What** and **when** services were delivered.

- **How** services were provided (modality: *optional*).

- **How many** unique participants were served by each result/service area.

- **Who** were the direct recipients of the services.

The Direct Services tool records *nonduplicated* participant counts per result/service area.

Modality
Definition

The primary way a direct service is delivered.

- Collection of modality is **optional** and used only for local evaluation purposes. "Not specified" is the default selection.

- Definitions of the modalities are provided in the funded program glossary.

- There are 11 modality choices. For each direct service, only **one** modality can be selected.

- There is an inherent hierarchy in the list to assist in choosing the **one** modality that most accurately describes the service delivery.

Result Area
Definition

Result Area: One of the four *Results to be Achieved*, as established at the inception of the First 5 initiative.

Result areas are organized under four major categories:

- Result 1: Improved Family Functioning (Family Support, Education, and Services)

- Result 2: Improved Child Development (Child Development Services)

- Result 3: Improved Health (Health Education and Services)

- Result 4: Improved Systems of Care

Result 4 data are not reported in Direct Services.

Service Area and Subactivities
Definition

Service Area: A specific type of service, information, or resource provided directly to children and families. Service areas are organized under Result Areas 1–3.

Subactivities: Optional, subcategories of service areas that allow more detailed tracking of services provided by a funded program.

Nonduplicated Participant Counts
Definition

The total number of children, parents, or other family members that received services from a funded program within a fiscal year. Each participant is counted ***only once***, regardless of how many times the participant received services that year.

Participants are reported by:

- Type of participant
(child, parent, or other family member)

- Ethnicity

- Primary language

- Age of child

- Children with special needs

A participant is counted only once per result/service area per fiscal year.

Participant Types
Definition

CHILDREN (0-5)

Children ages 0-5 who have not yet had their 6th birthday and receive direct services from a funded program. In addition, children can be reported when their parents or caregivers receive services that will directly impact them, such as education or intensive services that promote healthy child development.
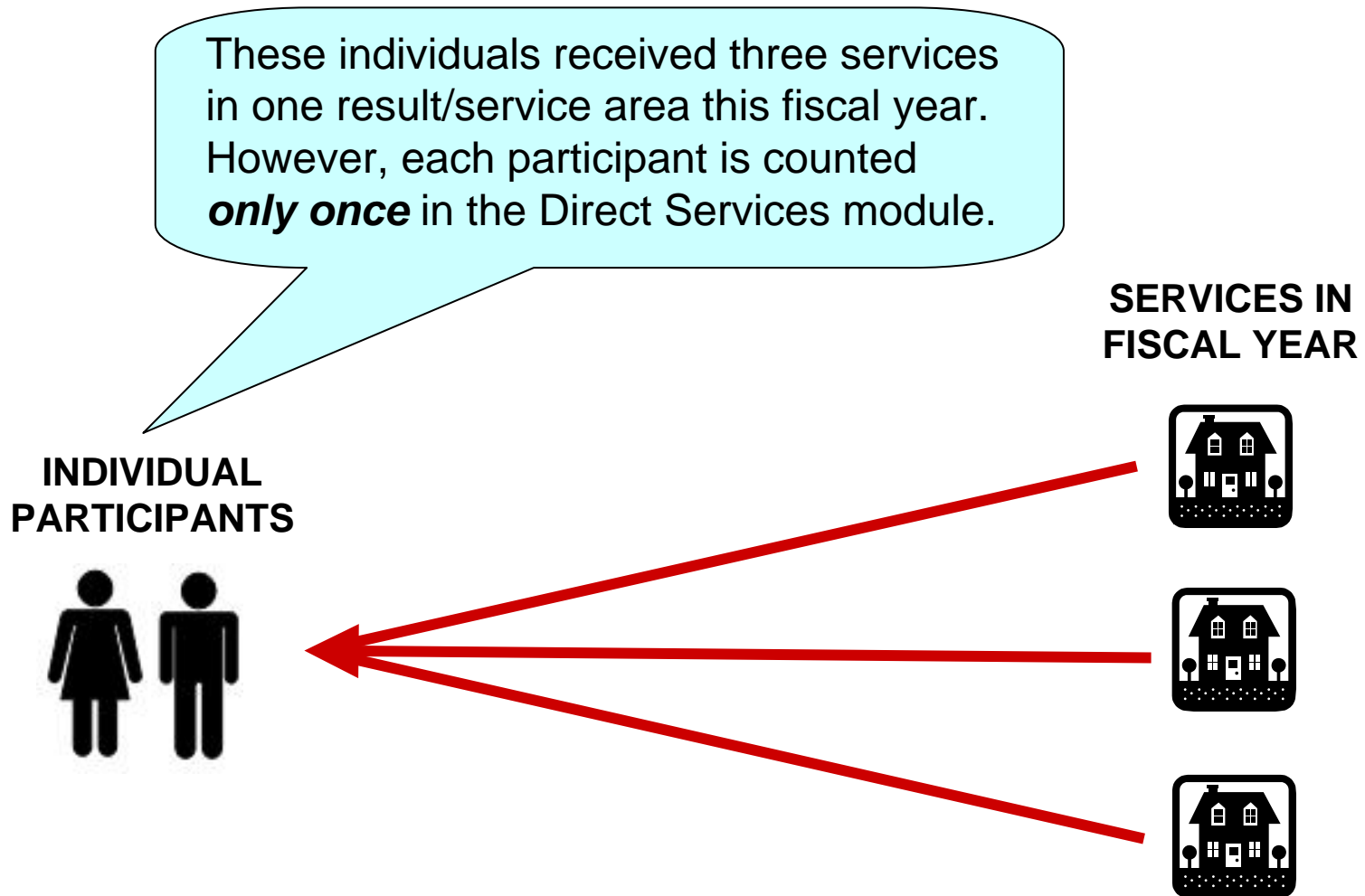
PARENTS/ GUARDIANS

Parents/guardians and other adults who are acting as the primary caregiver for a child age 0-5 and receive direct services from a funded program. Parents and legal guardians are included in this definition, as are foster parents, grandparents, or other family members who serve as the primary caregiver for a child 0-5.

OTHER FAMILY MEMBERS

Siblings age 6 or older and adults (other than service providers) who are not primary caregivers, but who participate with children in First 5 activities.
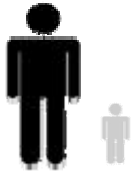
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Direct Services
Nonduplicated count example

These individuals received three services in one result/service area this fiscal year. However, each participant is counted *only once* in the Direct Services module.

SERVICES IN FISCAL YEAR

INDIVIDUAL PARTICIPANTS

12/8/2006

Direct Services
Nonduplicated count example

1 Asian adult.
Child not
present (age 4).

Mrs. Kim conducts 1 hour home visits for parents, with or without their children present, to provide parenting education and family literacy programs.

In July, she met with an English-speaking Asian adult, who has a 4-year-old child. The home visit focused on providing services to the parent that would directly impact on parenting skills with the child.

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Direct Services
Nonduplicated count example

1 Asian adult. Child not present (age 4).

1 continuing Asian adult. Child not present (age 4).

1 new Hispanic adult. Child present (age 2).

In August, Mrs. Kim continued meeting with the same client. She also met with a new client, a Spanish-speaking Hispanic adult with a child present, age 2.

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Direct Services
Nonduplicated count example

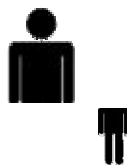**People served in month 1**

1 Asian adult. Child not present (age 4).

People served in month 2

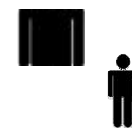1 continuing Asian adult. Child not present (age 4).

1 new Hispanic adult. Child present (age 2).

People served in month 3

1 continuing Asian adult. Child not present (age 4).

1 continuing Hispanic adult. Child present (age 2).

1 new white adult. Child present (age 4).

In September, Mrs. Kim continued meeting with her previous clients. She also met with a new client, an English-speaking white adult with a child present, age 4.

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Direct Services
Nonduplicated count example

| People served in month 1 | People served in month 2 | People served in month 3 |

1 Asian adult. Child not present (age 4).

1 continuing Asian adult. Child not present (age 4).

1 new Hispanic adult with child, age 2

1 continuing Asian adult. Child not present (age 4).

1 continuing Hispanic adult with child, age 2

1 new white adult with child, age 4

First-Quarter Direct Services (07/01/2006 – 09/30/2006)		
	Children 0-5	Parents/Guardians
Total number of unique (nonduplicated) participants served	3	3
Asian	1	1
Hispanic/Latino	1	1
White	1	1
< 3 years	1	n/a
3 to 5 years	2	n/a

Participants are counted only <u>once</u> regardless of how many times they received services.

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Direct Services
Data collection tool

Let's use our example to complete the Direct Services data collection tool.

Enter the **program name**.

Aggregate Direct Services Data Collection Tool

Program Name: Mayberry Resource Center   (optional) Activity Location Name: _____

Directions: *For each unique set of activities (i.e., combination of modality and activities), please enter the requested information on Pages 1 and 2 of this form. Use one form for each modality.*

Date Information: Single or Start Date (mm/dd/yyyy): 07 / 01 / 2006   End Date (mm/dd/yyyy): 09 / 30 / 2006

Enter ONE modality code in the box: [ ][ ]

Direct Services
Data collection tool

Aggregate Direct Services Data Collection Tool

Program Name: Mayberry Resource Center   *(optional)* Activity Location Name: _____

Directions: *For each unique set of activities (i.e., combination of modality and activities), please enter the requested information on Pages 1 and 2 of this form. Use one form for each modality.*

Date Information: Single or Start Date (mm/dd/yyyy): 07 / 01 / 2006   End Date (mm/dd/yyyy): 09 / 30 / 2006

Enter ONE modality code in the box: ☐☐

> Enter the **date** when the service was delivered, or enter a **date range** if services were delivered over a period of time.

Direct Services
Data collection tool

Choose the appropriate **modality** (optional) and enter the affiliated code into the box. Choose only **one** modality per form.

Enter ONE modality code in the box: [0 | 2]

Modality Codes:

Code	Modality	Code	Modality	Code	Modality
00	Not specified	04	In-person consultation/service	08	Phone consultation
01	Case management	05	Support group session	09	Mailing/distribution of materials
02	Home visit	06	Class/workshop	99	Other
03	Mobile service	07	Public/community event		

If one service is delivered via multiple modalities, choose the modality that is ranked higher on the list.

Direct Services
Data collection tool

> Mark **all** service areas and/or subactivities delivered under the relevant result area.

Please mark (X) ALL applicable activities and subactivities associated with the mod_____ above.

Result 1: Improved Family Functioning (Family Support, Education ar_____)	
☐ Behavioral, Substance Abuse, and Mental Health Services	☐ Community Resource an_____
☐ Substance abuse treatment/screening	☐ Special educatio_____ ce referral
☐ Mental health/Behavioral assessment	☐ Distribution of Kit fo_ew Parents
☐ Behavioral aides	☒ Family Literacy Programs
☐ Play therapy	☐ Raising a Reader
☐ Parent-child intervention	☐ Provision of Basic Family Needs (Food, Clothes, Housing)
☐ Other psychological counseling	☐ Provision of food, clothes, emergency funds, housing, or other basic needs
☐ Social skills training	☐ Enrollment/assistance with TANF, WIC, Food Stamps, or food program
☐ Psychiatric/medication services	
☐ Behavioral consultation	☐ Transportation services or voucher
☐ Individual behavior plan	☐ Targeted Intensive Parent Support Services
☐ Other therapy	☐ Respite care
☐ Adult Education and Literacy for Parents	☐ Parent conference
☐ Adult literacy programs	☐ General Parenting Education Programs
☐ Job training/citizenship/other adult education	☐ Other Family Functioning Support Services
	☐ Family planning
	☐ Service coordination

Result 2: Improved Child Development (Child Development Services)	
☐ Local School Readiness (Mirror Programs)	☐ Inclusive recreation program
☐ Preschool for 3 and 4 Year Olds	☐ Integrated play group
☐ Enhanced art curriculum	☐ Buddy program
☐ Enhanced science curriculum	☐ Social-emotional curriculum
☐ Comprehensive Screening and Assessments	☐ Discrete trial training or other behavioral teaching program
☐ Developmental screening – SNP protocol	
☐ Speech and language assessment	☐ Individual learning plan (ILP)
☐ Other screening or assessment	☐ Initial IEP / IFSP
☐ PFA – ASQ	☐ Update of IEP / IFSP
☐ PFA – DRDP	☐ Early Education Programs for Children (Other than School Readiness and Preschool for 3 and/or 4 year olds)
☐ Targeted Intensive Intervention for Identified Special Needs	
	☐ Recreational/physical activities for children alone or together with parents
☐ Consultation on speech and language	
☐ Group speech and language therapy	☐ ECE*/child care subsidies or vouchers
☐ Individual speech and language therapy	☐ ECE*/child care resources and referral
☐ Socialization group	☐ Kindergarten Transition Services
☐ Specialized movement class	☐ Other Child Development Services

*ECE = Early care and education

Direct Services
Nonduplicated count example

Let's use our example to complete the nonduplicated participant count section of the Direct Services data collection tool. Refer again to the tally of service counts by Mrs. Kim:

First-Quarter Direct Services (07/01/2006 – 09/30/2006)		
	Children 0-5	Parents/Guardians
Total number of unique (nonduplicated) participants served	3	3
Asian	1	1
Hispanic/Latino	1	1
White	1	1
< 3 years	1	n/a
3 to 5 years	2	n/a

Direct Services
Data collection tool

Directions: Please enter nonduplicated count; each participant should only be counted once per fiscal year per type of activity.

	Children (0 to 5)*	Parents/guardians	Other family members
Total number of participants:	3	3	
Alaska Native or American Indian			
Asian			
Black/African-American			

Enter the total number of participants served by **participant type**. From our example, there are 3 children and 3 parents/guardians served.

Each participant is counted only <u>once</u> per result/service area per fiscal year.

Direct Services
Data collection tool

	Children (0 to 5)*	Parents/guardians	Other family members
Total number of participants:	3	3	
Alaska Native or American Indian			
Asian	1	1	
Black/African-American			
Hispanic/Latino	1	1	
Pacific Islander			
White	1	1	
Multiracial			
Other			
Unknown			
Ethnic total: Should = total # of participants	3	3	

Ethnicity (Number of participants)

Enter the number of participants by **ethnicity**. Choose the ethnic or racial category that best describes the participants.

The sum of participants for all ethnicities must be equal to the total number of participants at the top.

Direct Services
Data collection tool

Primary language** (Number of participants)			
English	2	2	
Cantonese			
Hmong			
Korean			
Mandarin			
Spanish	1	1	
Tagalog			
Vietnamese			
Other			
Unknown			
Language total: Should = total # of participants	3	3	

Enter the number of participants by **primary language**. The primary language is the language predominantly or exclusively spoken at home.

The sum of participants for all languages must be equal to the total number of participants at the top.

Direct Services
Data collection tool

Enter the number of children served by **age**.

Age (Number of children)		Children age 0-5	Children age 0-5 with disabilities or other special needs
	Less than 3 years old	1	
	3 to 5 years*	2	
	Unknown		
Age total: Should = total # of children (top line)		3	

Enter the total number of children served who have **special needs** by age. (Leave blank if none were served.)

Direct Services
Summary of data collection

For all funded programs:

- Document total number of participants by type (child, parent/guardian, or other family member).

- Document age of children.

- Document ethnicity and language of participants who are children and parents/guardians.

- Verify that the sum of participants for each demographic characteristic (i.e., age, ethnicity, language) match the total number of participants.

For School Readiness programs:

- Document the number of children served who have special needs by age.